

FILED: Records 2)
RETURN TO
RECORDS MANAGEMENT DIVISION

Chief, Records Integration Staff, DD/P

26 November 1954

Chief, Records Management Division, Management Staff

Review and Approval of Records Control Schedules

1. The Records Control Schedules covering all records maintained in Headquarters, DD/P area, have been reviewed and the disposal standards recommended for specific categories of records have been approved as shown on the attached Form 115. The approved disposal standards may be applied immediately as authority has already been obtained from the National Archives and Congress for the destruction of these categories of records.

2. Since the attached form indicates only the Item Number, Title of the File and the authorized disposal standard, you are advised that the appraisals are based upon the descriptions entered on your Consolidated Control Schedule (retained in your office) and the additional information furnished by [REDACTED] of your Staff. 25X1A9a
The application of disposal authorizations should then be confined to those specific documents described and the organizational element designated in the Consolidated Records Control Schedule.

3. Records of continuing value are briefly described on the attached form in Item Numbers 1 through 65 and the permanent retention of such records are necessary.

4. However, as it was pointed out during the review of the schedules, several items included with those of continuing value possess only temporary value based on archival criteria and precedents established in other offices of the Agency. It is hoped that future revisions to the schedules will gradually reduce the present over-evaluation of records to a minimum.

5. The schedules reviewed are above average in coverage and detail. It is evident that considered thought and effort have gone into their preparation. The initial schedule is always the more difficult to prepare and I am sure that refinements will come with each succeeding revision.

Attachment

MS/RMD/RDB/FJR:ev

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

NO ATTACHMENT